



<b>Job Title</b>	<b>Police Administrative Services Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>18497</b>

### Class Specification – Police Administrative Services Manager

#### Summary Statement:

The purpose of this position is to manage the business operations of the Colorado Springs Police Department (CSPD). This is accomplished by overseeing and coordinating the administrative business of the department; providing strategies oversight to the management services units and identifying stakeholders and processes necessary for the advancement of programs; and ensuring the availability of resources and staffing in order to maximize the efficiencies of the various functions. Other duties include special projects as assigned by the Chief or Deputy Chief.

#### Essential Functions

Note: Regular and predictable attendance in the performance of this job is an essential function.

#### Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

30%

Manages the business for CSPD by providing strategies oversight to the management services units and identifying stakeholders and processes necessary for advancement of programs. Ensures the availability of resources and staff in order to maximize the efficiencies of the various functions. Other duties include high level, broad, strategic special projects as assigned by the Chief or Deputy Chief.

25%

Performs information technology and records systems management by overseeing and refining the strategies of CSPD's information technology plans.

15%

Participates in the development and administration of the CSPD general fund and the PSST budget. Works with the finance staff on the development of budget presentations for the Chief.

15%

Monitors the records operations and collaborates with the manager on innovative strategies for the department.

15%

Liaison to the Police Foundation and to the CAPS programs by functioning as the primary day-to-day contact for the Foundation, from inspection to development of new events and projects.



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### **Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business administrations, public administration or a related field.

**Experience:** Five years of full-time responsible public finance, budget analysis, administrative, and/or management experience including two years of administrative and supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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#### **Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

#### **Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

#### **Fiscal Responsibility:**

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

#### **Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014